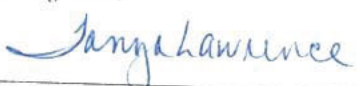

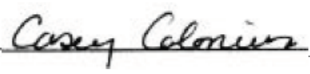


United States Environmental Protection Agency <b>POSITION DESCRIPTION COVERSHEET</b>		<b>1. DUTY LOCATION</b> Washington D.C.		<b>2. POSITION NUMBER</b> N026015	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position Position Classification Standard for EEO Series GS-0260 11/80; GSSG 04/98					
<b>Official Allocation</b>	<b>b. Title</b> Supervisory Equal Employment Specialist	<b>c. Pay Plan</b> GS	<b>d. Series</b> 0260	<b>e. Grade</b> 15	<b>f. CLC</b> 001
<b>4. Supervisor's Recommendation</b>		GS		15	
<b>5. ORGANIZATIONAL TITLE OF POSITION (if any)</b> Deputy Director		<b>6. NAME OF EMPLOYEE</b> Kevin Bailey Detail			
<b>7. ORGANIZATION (Give complete organizational breakdown)</b>		c.			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. OFFICE OF THE ADMINISTRATOR		g.			
c. OFFICE OF CIVIL RIGHTS		h. Employing Office Location Washington, DC			
d.		i. Organization Code A0D00000			
<b>8. SUPERVISORY STATUS</b>					
<input checked="" type="checkbox"/> [2] <b>Supervisor or Manager.</b> Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] <b>Supervisor.</b> Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] <b>Management Official.</b> Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] <b>Lead.</b> Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] <b>Team Leader.</b> Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input type="checkbox"/> [8] <b>All Other Positions.</b> Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
<b>9. SUPERVISORY CERTIFICATION</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
<b>a. Typed Name and Title of Immediate Supervisor</b> TANYA LAWRENCE, ACTING DIRECTOR, OCR		<b>d. Typed Name and Title of Second-Level Supervisor</b> JOHN REEDER, ACTING CHIEF OF STAFF			
<b>b. Signature</b> 	<b>c. Date</b> 2-23-17	<b>e. Signature</b> 		<b>f. Date</b> 2-2-17	
<b>10. OFFICIAL CLASSIFICATION CERTIFICATION:</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
<b>a. Promotion Potential</b> <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
<b>(b) (6)</b>		<b>c. Financial Disclosure Form</b> <input checked="" type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		<b>d. "Identical, Additional" (IA) Allocation</b> This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
		<b>e. FLSA Determination</b> <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input checked="" type="checkbox"/> Executive		<b>f. Functional Classification Code</b> _____	
<b>g. Bargaining Unit Code</b> 8888	<b>h. Check, if applicable:</b> <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties 0 ___ % of time <input type="checkbox"/> This position is subject to random drug testing ( )		<b>i. Classifier's Signature</b> 		<b>j. Date</b> 04/28/17
<b>11. REMARKS</b>					

**Supervisory Equal Employment Specialist  
GS-0260-15**

**DEPUTY DIRECTOR  
OFFICE OF CIVIL RIGHTS**

**INTRODUCTION**

This position is located in the Office of Civil Rights, Office of the Administrator. The incumbent serves as the Deputy Director. The Office has responsibility for EPA's nationwide internal equal employment opportunity and civil rights programs and policies that impact on Agency programs for minorities, women, and persons with disabilities. The incumbent serves as principal advisor to the Director, and has broad responsibility for the planning, development, implementation, and coordination of activities as related to the operations and responsibilities of the office.

**MAJOR DUTIES AND RESPONSIBILITIES**

- I. Assists the Director in guiding the programs, projects, and policy development for the Office of Civil Rights. This includes establishing program/policy goals and the structure and processes necessary to carry them out; assessing policy, program, and project feasibility; formulating short and long-term goals and objectives, integrating them into a strategic plan, and setting priorities; anticipating potential problems and devising contingency plans to enhance effectiveness, efficiency, productivity, and management of internal control standards; structuring and organizing work; and utilizing data processing and management information systems as appropriate.
2. Assists the Director in developing and maintaining systems for tracking and evaluating the accomplishments of program objectives and compliance with established policies; provides advice and counsel to the Director on policy development, planning, budgeting, and other matters as they relate to the Agency's EEO programs.
3. Performs or arranges to have conducted, periodic and special studies of civil rights and equal employment opportunity programs; directs the development of new or modified methods, policies, procedures and programs based upon analysis of trends and problem areas; and provides for technical program policy direction, advice and guidance in the performance of Agency, regional and field activities in the Office's areas of responsibility.
4. Ensures that Office personnel are appropriately employed, effectively and efficiently utilized and dealt with in a fair and equitable manner. This involves assisting in the acquiring of staff with the necessary knowledge, skills, abilities, and/or potential through appropriate workforce planning, recruitment, and selection processes. The incumbent shall delegate work among subordinate groups, and individuals; establish performance standards, and provide input to the Director in appraising staff. Incumbent assists in assessing individual capabilities and needs and in providing coaching, counseling and career development opportunities; and in dealing with employee relations matters, including resolving conflicts, attending to morale and organization climate issues, handling labor-management and EEO issues, and taking disciplinary actions.
5. Exercises supervisory personnel management responsibilities over Immediate office staff, making assignments and determining responsibilities and priorities, evaluating employees' performance, recommending appropriate incentives, initiating corrective actions, ensuring safety practices, and keeping employees informed of management and personnel policies.
6. Performs special tasks and projects for the Director independently, and coordinates and directs senior staff leaders in formulating recommendations for consideration by the Director and/or Administrator.

Assignments are broad based, touching upon a wide range of program areas or activities within the scope of the Office including cross-cutting personnel issues.

7. Oversees the development of EEO policies, procedures, directives; conducts studies, coordinates the development of EPA's national civil rights operating/strategic plans and updates as appropriate; prepares briefing documents for the Director for presentations to the Administrator, senior managers, the Human Resources Council, Senior Leadership Council, and other management advisory groups.

8. Works with the Director to establish and maintain mutually beneficial relationships with special interest community groups and organizations concerned with the employment and advancement of historically underrepresented groups, including minorities, women and people with disabilities.

9. Prepares OCR's budget documents and ensures that the extramural resources, both procurement (contracts) and assistance agreements (grants, cooperative agreements, and interagency agreements) are managed efficiently and appropriately to maximize use of the Agency's resources. Ensures that supervisors managing these resources comply with regulatory requirements and Agency's policies and procedures, and that supervisors develop competencies in extramural resources management.

10. Oversees the development, assessment, and improvement of management control systems to safeguard programs and achieve mission results. Provides leadership in detecting emerging weaknesses in control systems, and takes timely corrective actions on all identified management control weaknesses.

11. Assures that programs and policies are being implemented and adjusted as necessary, and that appropriate results are being achieved. This includes monitoring work status through formal and informal means to evaluate progress towards objectives; evaluating program outcomes and impacts; identifying diagnosing, and consulting on problems relating to implementation and goal achievement, and selecting from alternative courses of corrective action; and assessing overall effectiveness, efficiency, and productivity of the Office.

12. In the absence of the Director or as requested. participates in the Administrator's Senior Leadership Council, and represents the Director at local and national meetings, seminars, and conferences, serves on special task forces as appointed and performs other duties as assigned.

## **SUPERVISORY CONTROLS**

The incumbent works under the supervision of the Director, OCR, who provides assignments in terms of administrative and policy direction concerning the overall projects, priorities and objectives to be accomplished. The incumbent is delegated complete responsibility and authority to plan, schedule and carry out major projects and initiatives concerned with the analysis or evaluation of Agency initiatives, activities or problems which span OCR's functional responsibilities. The incumbent is expected to exercise discretion and judgement in determining whether to broaden or narrow the scope of the assignment. Analyses, evaluations, and recommendations developed by the incumbent are normally reviewed only for potential influence on broad Agency policy objectives and program goals.

### **Factor I. Program Scope and Effect**

The purpose of this position is to perform very broad and extensive assignments as a deputy to the Director, OCR. The purpose of the work is to analyze and evaluate major administrative aspects of the substantive, equal employment opportunity programs for the Agency. The findings and recommendations of the incumbent may result in substantial redirection of efforts and policies relating to and impacting equal employment opportunity programs. This includes the development of long-range policies, goals. and

objectives, identifying and developing way to resolve problems or cope with issues that directly affect the accomplishment of principal Agency goals and objectives.

**Factor 2. Organizational Setting**

The position is accountable to a position that is SES level, or equivalent or higher level; or to a position which directs a substantial GS- 15 or equivalent level workload; or to a position which directs work through GS-15 or equivalent subordinate supervisors, officers, contractors, or others.

**Factor 3. Supervisory Managerial Authority Exercised**

Exercises delegated managerial authority to set a series of annual, multi-year, or similar types of long-range work plans and schedules for in-service or contracted work. Assures implementation (by lower and subordinate organizational units or others) of the goals and objectives for the program segment(s) or function(s) they oversee. Determines goals and objectives that need additional emphasis; determines the best approach or solution for resolving budget shortages; and plans for long range staffing needs, including such matters as whether to contract out work. Works closely with high level program officials (or comparable Agency level staff personnel) in the development of overall goals and objectives for assigned staff function(s), program(s), or program segment(s).

The highest graded non-supervisory work directed, which requires at least 25% of this position's duty time, is GS-13 or higher, or equivalent. Supervises the following positions:

2 — Supervisory Equal Employment Specialist — GS-260-15 I — Supervisory Program Analyst— GS-343-15

3 — Equal Employment Specialists — GS-26()-1 3/14  
I — Program Analyst — GS-343-13  
I — Management Analyst — G-343-14

**Factor 4. Nature of Contacts**

Contacts are with EPA top executives, key staff officials, managers and supervisors, individual employees, contractors, union representatives, Members of Congress, government-wide EEO Officers. EEO Managers, Special Emphasis Program Managers, officials of the Office of Personnel Management and Equal Employment Opportunity Commission. The purpose of each contact varies and requires a great deal of tact and diplomacy, and discretion in the matters being discussed or negotiated.

**Factor 4. Purpose of Contacts**

The purpose of contacts is to consult on matters pertaining to the planning, developing, implementing and evaluating of the Agency's civil rights programs; negotiate change in employment practices or courses of action; explore issues and employment. retention and/or advancement of minorities, women, and people with disabilities throughout the Agency.

**Factor 5. Difficulty of Typical Work Directed**

The highest graded non-supervisory work directed, which requires at least 25% of this position's duty time. is GS- 13 or higher, or equivalent. In the absence of Director. supervises the Immediate Office staff.

**Factor 6. Other Conditions**

Supervision and oversight involves exceptional coordination and integration of a number of very important and complex program segments or programs of professional, technical, managerial, or administrative work comparable in difficulty to GS-13 or higher level. Supervision and resource

management involves major decisions and actions which have a direct and substantial effect on the organizations and programs managed.